



C. L. "BUTCH" OTTER
Governor
ROBERT L. GEDDES
Director
JAN P. FREW
Administrator

State of Idaho

Department of Administration
Division of Public Works

502 North 4th Street
P.O. Box 83720
Boise, ID 83720-0072

Telephone (208) 332-1900 or FAX (208) 334-4031
Design and Construction
Facilities Services
<http://dpw.idaho.gov>

March 25, 2016

REQUEST FOR QUALIFICATIONS

TO: Design-Build Engineering

FROM: Jan P. Frew, Administrator
Division of Public Works

SUBJECT: DPW PROJECT NO. 16062
Security Camera Upgrades
Idaho Department of Correction (IDOC) Facilities
Kuna, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **Friday, April 15, 2016**, at 5:00 p.m., for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

John Julian, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1904

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at dpw.idaho.gov/professional_services/. It is recommended the responders to this RFQ check this page prior to making their submittal.

The project will be funded by Idaho Department of Correction (IDOC). The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Design-Build Engineering firm will receive

Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, the Architect, and the Design-Build Engineering firm.

DESCRIPTION OF PROJECT

The scope of work will include design-build and engineering services for upgrading the video surveillance systems at five (5) Department of Correction (IDOC) facilities. One each is located in Orofino and Pocatello, and three (3) facilities in Boise. Completion of facilities will be based on highest priority set by IDOC based on available funds and construction estimate. The Department of Correction to furnish equipment and software specifications of existing equipment, design build team to propose new equipment that will interface with existing surveillance systems. IDOC to furnish existing floor plans and surveillance systems layout diagrams to a limited extent possible based on available record drawings. Additional field verification and documentation, as well as final as-built documentation by the Design-Build Engineering firm will be required.

REQUIRED SERVICES

The State is requesting proposals for complete design services including observation during construction. Contract administration will be done by DPW/IDOC. The total project budget of **\$620,000** has been established to include fees, contingencies and tests. A relatively complete construction cost estimate will be required following the Design-Build Development Phase and must be updated at each additional phase.

The Design-Build / Engineering firm shall be licensed to provide design-build /engineering services in the State of Idaho, only if they will be modifying or adding power. If the design build/engineering firm is to self-perform, they must hold an A Class public works license, if not self-performing the General Contractor must hold an A Class license.

The Design-Build Engineering firm must have extensive experience in the design, engineering, and installation of security surveillance systems, designing new software to interface with existing software, and software interfaces for operation of the surveillance system. Each facility will be treated as a stand-alone system.

The Design-Build Engineering firm will be responsible for Schematic Design, Design Development, related Design-Build Construction Documents, and limited Construction Observation on an as-needed basis.

The Design-Build Engineering firm shall be responsible for providing design-build engineering for five (5) IDOC sites, costing information and assisting in setting priorities of installation based on security priorities of each site along with the construction budget.

The Design-Build Engineering firm shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all

phases, code compliance, building facilities security and equipment maintenance concerns should be incorporated into the design.

The Design-Build Engineering firm will be required to meet monthly with the Project Manager and the IDOC Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design-Build Engineering teams accessing the various IDOC facilities must undergo and pass back ground security clearance checks.

The Design-Build Engineer shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Preliminary Design-Build services have been completed.
2. A Design-Build Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Design-Build Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Design-Build Construction Document Phase to the Owner, Agency, and PBFAC for any additional input and final acceptance.

PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions that show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.

- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.
- E. **Examples of Work:** Completed design-build engineering documents, photographs, preliminary drawings, design-build working drawings and specifications may be submitted as examples of your work. List all design-build engineering projects completed for the Division of Public Works in the past three years.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design-build engineering of security camera systems and interfaces or preliminary studies or programming of this project, special training or experience in this type of security camera systems design, implementation, and interfaces.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor.
- H. **Self-perform:** Indicate if the firm intends to self-perform, if so, the nature of the work to be self-performed and the capability to do so.
- I. **Sub-Contractors:** If the design firm is not self-performing the installation
A "short list" of sub-contractors will be submitted to IDOC for security purposes.

SUBMITTAL

Five (5) bound copies of the submittal shall be delivered by the time and place specified above. Submittal shall clearly identify a single point of contact regarding the submittal, with an e-mail address and phone number listed. Failure to do so could make the proposal unresponsive.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent Security Systems Engineer will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews. If there are less than three proposals submitted, those firms will be interviewed.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

AWARD

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

PROPOSED DATES:

Receive Proposals	April 15
Oral Interviews	April 21
Review by PBFAC	May 3
Negotiate Contract	May 12
Design-Build Development presentation	June 10
Final Design-Build Construction Documents and Cost Estimate.	June 30

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting after oral interviews. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.